**DDRC’s Family Support Services Program (FSSP)**

**For families living in Jefferson, Clear Creek, Gilpin, and Summit Counties.**

DDRC’s FSSP Funding Process

1. Fill out Most in Need Form
2. Fill out Service Request Form
3. Talk with your RC or SC about your needs, priorities, service options, criteria, and limits.
4. Develop Family Support Plan
5. Receive funds,
6. Submit receipts.

DDRC has funds available for disability related needs. Families are eligible for funds if they have a family member with a developmental delay or disability living in the family home.

To be considered for funds you need to fill out a Most-In-Need (MIN) Assessment each fiscal year in which you are requesting funds.The FSSP fiscal year (FY) runs from July 1st through June 30th each year.The amount of funds approved depends on your MIN score, the services you need, and available funds. **ALL requests must be received by March 31, 2024, for the current FY.**

Please refer to **DDRC’s FSSP Guidelines for additional information about FSSP Requirements, Service Descriptions, Limits, and Exclusions.** Funding limits and service criteria may vary year to year based on available funds, state requirements, and DDRC’s FSSP Council recommendations. Your Resource Coordinator (RC), or Service Coordinator (SC), can answer questions and help you fill out the forms.

**Steps for requesting funds and services:**

1. Fill out the Family Support Most-In-Need (MIN) Assessment Questionnaire. Instructions are on the form.
2. Fill out the Service Request form.
	1. This tells us who your family member is living with and where. Other family members living in your home may be eligible for family support services.
	2. It also helps us understand the types of services you are interested in receiving. And is preparation for the development of your Family Support Plan.
3. **Return the forms to DDRC/CFS at 11177 W 8th Ave. Lakewood Colorado 80215, or email** **FSSPMIN@ddrcco.com** **prior to May 15th .** Sooner is better to help ensure funds are still available.
4. Your RC or SC will score your MIN Assessment and notify you in writing of your MIN score and next steps. This should happen within 10 business days of DDRC receiving your MIN Assessment. Please check your spam/junk folders for a secure email from DDRC. **If you do not hear from your RC/SC, please contact them, or Christina Smith, at 303-462-6576 /** **christina.smith@ddrcco.com** **to ask if we received your forms.**
5. You and your RC or SC will develop your Family Support Plan. The Plan will summarize your family’s needs and concerns, identify the specific services approved, and the funds available for those services. You may need to prioritize your service needs within the funding amount available to you.
6. You need to sign the completed Family Support Plan prior to DDRC issuing a check.
7. DDRC will issue a check within two weeks of submission of your signed Family Support Plan.
8. You can submit receipts for reimbursement, request a partial advance of your approved funds, or DDRC can pay approved vendors, or providers directly. Services must be provided within the fiscal year in which funds are available. Funds can’t cross fiscal years.
9. You are responsible for submitting all receipts, paid invoices, and service logs for advanced funds you received, on or before 6/30/2024. Any funds not used for authorized services will be returned to DDRC.

**Required Receipts/documentation:**

Receipts, invoices, bills, and service logs must include the name of the family member who received the service, the service provided, the date the service was provided, the name of the provider, and the amount paid or owed. Service logs are acceptable for respite, sibling sitter services, and mileage only. We have service logs available for your use.

If you have concerns regarding the DDRC Family Support Services Program, or funding process, please contact Susan Johnson, Children and Family Services Director, at 303-462-6612, or susan.johnson@ddrcco.com.